

ATTACHMENT H

POSITION QUALIFICATIONS

PROJECT MANAGER

Positions require that the Project Manager have advanced professional education and training in management principals and practices for this type or effort, and a minimum professional experience of 10 years managing design, and planning projects and coordinating design programs with manufacturing operations.

A Project Manager must have experience in solving problems at all levels of the project life cycle from initiation through close-out. Wide exposure in developing and implementing Government and industrial project management systems. Recent experience in managing projects at all levels of organization and integration of industrial and Government systems as well as between various offices of the NPS. Project Manager will coordinate preparation of project work-scope plan, budget and schedule, and manage interface between NPS UniGuide program managers and designers. Project Manager will coordinate review of plans and all related in-house work to place project into production. Project Manager will assist Customer Support, and Program Advancement operations as required.

SENIOR ENVIRONMENTAL GRAPHIC DESIGNER

The duties of this position require that they hold a minimum of a degree in graphic design from an accredited college or university. The Senior Environmental Graphic Designer shall have a minimum of 15 years of professional experience.

The person in this position must have the ability to oversee the planning activities of the project team relating to specific assignments as assigned, including program planning, design and managing of supporting design disciplines related to a specific UniGuide program assignment. The Senior Environmental Graphic Designer is responsible for analysis of program requirements based on surveys, field analysis, client requirements and related research and define the direction of the program design based on the UniGuide Sign Standards to create a seamless information program, and managing that plan through final production documents. In addition to overseeing projects the Senior Environmental Graphic Designer may participate in sign survey and inventory, interview and research, requirements analysis to identify solutions for a parks' specific UniGuide communications requirements, and preparation/assembly of comprehensive design and production documents. This person must also have an ability to communicate well verbally and in writing, an ability to set schedules and manage the progress of projects.

SIGN PROGRAM/PLANNER

The duties of this position require that they hold a minimum of a degree in design or related field from an accredited college or university. Positions require that the Senior Sign Planner have a minimum of 15 years professional experience.

The Sign Planner will oversee the planning activities of the project. The duties of this position involve: survey and inventory, interview and research, requirements analysis to identify solutions for a parks' specific UniGuide communications requirements. This position may also involve the design of identification, wayfinding and visitor information programs consistent with the UniGuide Sign Standards and NPS identity standards, or other solutions as required. This person must have an ability to develop specific communication goals and to assemble narrative and illustrative sign content. This includes assisting the work of designers, cartographers, writers, and illustrators and related disciplines in the process of planning and designing UniGuide programs for parks and the assembly of comprehensive design plans as proposed by the project manager and client. The planner may have a thorough knowledge of the regulations included in the Federal Highway MUTCD that relate to sign text messages based on project requirements. A person qualified for this position must be fully proficient in all appropriate graphics and database software programs as required for the specific assignment. As a senior planner, the person must also have an ability to communicate well verbally and in writing, an ability to set schedules and manage the progress of projects with others.

ENVIRONMENTAL GRAPHIC DESIGNER

The duties of this position require that they hold degree in design from an accredited college or university and training under the supervision of an environmental graphic designer. Positions require that the Environmental Graphic Designer, have a minimum of five to seven years professional experience.

The duties of this position involve the design of identification, wayfinding and visitor information programs consistent with the UniGuide Sign Standards and NPS identity standards, or other solutions as required. This includes coordinating the work of illustrators, cartographers, writers, and related disciplines, and the assembly of comprehensive design plans as proposed by the project manager and client. The duties may also involve the design of printed materials or other media necessary to the planning and design of NPS signs or to the promulgation of the UniGuide Sign Standards. In addition the Environmental Graphic Designer position may involve: sign survey and inventory, interview and research, and requirements analysis to identify solutions for a parks' specific UniGuide communications requirements. A person qualified for this position must be fully proficient in all appropriate graphics software programs, and capability to prepare design plans for production.

SENIOR CADD TECHNICIAN

The duties of this position requires that the person be fully proficient in AutoCAD Release 16 or newer. The Cad Draftsperson in this position are required to produce the fabrication drawings required for the manufacture of signage specified in the UniGuide Standards. These drawings can include individual part drawings ultimately sent to programming (where electronic computer files used by the CNC cutting or forming equipment are made) as well as manufacturing drawings used to make complete units or sub-assemblies. These individuals carry the responsibility for both understanding the mechanical requirements of the subject as well as possessing the skills to translate design concepts to clearly understood drawing. Additionally, troubleshooting or application of value-engineering models is a responsibility.

PRODUCTION TECHNICIAN

The duties of this position involve the creation of production ready files. This position requires at minimum a degree in graphic arts, or at least 8 years experience in this position, and five years experience in using in the primary software programs recent versions of: Adobe InDesign, Adobe Illustrator, and Photoshop. A production artist must have a solid proficiency in typography and understanding of copy-fitting and visual organization of type within a grid structure. This person must be knowledgeable of UniGuide formats and grid systems and have the ability to build panels from client sketches, and “flight check” client submissions for standards, accuracy and visual appropriateness. The production artist must have a working knowledge of the differences in color output and resolution between software programs, file formats and requirements of each respective graphic production process used in the UniGuide Sign Standards.

COPY WRITER/EDITOR

The duties of this position require that they have a degree from an accredited college or university. A Copy Writer/Editor must have a minimum 10 years of professional experience writing various types of visitor information about parks, nature preserves, historic sites, and recreational areas, and a minimum of five years experience writing for signage related visitor information programs. This position requires planning and writing for park information programs.

The duties of this position involve the research, interviewing, analysis, and writing, editing, and proofreading of a range of informational sign messages signs relating to visitor safety, resource protection, park facilities, recreational activities, and regulations. This position requires the application of substantial subject-matter knowledge including the ability to determine the type of presentation best suited to the audience being addresses.

Duties also include the writing, editing, and proofreading of park sign plans and newsletters and other communications that promote or explain the Servicewide Sign Management Program. A person qualified for this position must have a well-developed ability to write clearly and succinctly in a way to help park visitors readily understand the messages that are being conveyed. The person must have a clear understanding of the mission of the National Park Service, the UniGuide Standards, and knowledge of the agency's various programs and policies, and an appreciation of diversity of the communication needs of the people who visit the national parks.

CARTOGRAPHER

The duties of this position involve the design and preparation of maps, including digital terrain modeling that appear on signs to direct visitors around parks, principally as pedestrians. In addition to a strong cartographic record, a person qualified for this position must have an understanding of the NPS Cartographic Standards. The cartographer must have formal training in cartographic design and minimum of eight years of experience in the preparation of maps for public display and five years experience in digital terrain modeling.

Cartographic knowledge must include a thorough understanding of the principals of cartography, including map compilation, design, and production. The duties will require use of drafting software such as AutoCAD and 3-D rendering software such as 3D Studio Max, Bryce or Visual Nature Studio. Geographic Information System software (ArcGIS or Map) will be important for compilation and data management. Graphic software for final design and layout (primarily Adobe Illustrator, Adobe Photoshop and Adobe InDesign) will be used to create finished files that will be converted to sign panel artwork. The duties also include researching and assembling the resource materials needed to create such maps and a well-developed sense of quality of mapped data as related to needs of visitor signs containing the maps.

STRUCTURAL ENGINEER

The duties of this position requires that the person be a Licensed Professional engineer (PE) and have a B.S. in Civil or Structural Engineering, or in a closely allied discipline of Engineering, and a minimum of 15 years experience as a practicing Structural Engineer.

Primary responsibilities of this person will include: Establish the criteria for live and dead loads to which the signs and sign supporting structures shall be designed. Set forth the design criteria for the materials of construction and for the subgrade requirements of footings and the like. Provide design input for sign supporting structures to accommodate unique field conditions. Review proffered alternatives for materials and various design details as submitted by the Contractor; accept, reject or modify said alternatives and provide final approvals as appropriate. Incorporate revisions and additions into UniGuide Sign Standards as required.

SENIOR LANDSCAPE ARCHITECT

The duties of this position requires that they be a Registered Landscape Architect and hold a degree in landscape architecture from an accredited university. Positions require that Senior Landscape Architect have a minimum of 20 years professional experience.

The duties of this position involve assisting in the development of park sign plans, the design and placement of specific signs, and the design of key land features to improve wayfinding and the visitor experience including "hardscape" amenities surrounding various signs, especially major park or facility identification signs. A person qualified for this position must have a complete understanding of the principals of landscape design and related technologies, materials, and procedures, especially as they apply to national park environments. They must gain knowledge of the history of park landscapes and built environments, the nature and habits of park visitors, and the UniGuide Sign Standards. Specific capabilities include: Understanding of historic landscapes and requirements for restoration, design of entry portals and custom applications of UniGuide identification signs, relocation and adjustment of trails or roads to aid way finding and circulation, design of barrier and edging to augment way finding and placement of information, design of transit stops with amenities to enhance use, and other conditions as required.

LANDSCAPE ARCHITECT

The duties of this position requires that they be a Registered Landscape Architect and hold a degree in landscape architecture from an accredited university. This positions requires that the Landscape Architect have a minimum of 10 to 15 years professional experience.

The duties of this position involve assisting in the development of park sign plans, the design and placement of specific signs, and the design of land features and circulation to facilitate improved wayfinding and visitor experience. A person qualified for this position must have a complete understanding of the principals of landscape design and related technologies, materials, and procedures, especially as they apply to national park environments. They must gain knowledge of the history of park landscapes and built environments, the nature and habits of park visitors, and the UniGuide Sign Standards. Specific capabilities include: understanding of historic landscapes and requirements for restoration, design of entry portals and custom applications of UniGuide identification signs, relocation and adjustment of trails or roads to aid way finding and circulation, design of barrier and edging to augment way finding and placement of information, design of transit stops with amenities to enhance use, and other conditions as required.

INSTALLATION TECHNICIAN

The duties of this position require experience in coordinating installation schedules with production and customer needs. They must be well organized and familiar with the installation methods and procedures of all types of signage. The position requires a minimum of 10 years experience coordinating and supervising installation programs.

Their duties will entail reviewing the specific jobsite information to assure the proper installation methods, hardware, etc are specified for the particular site and that the installation personnel are properly prepared to install the signage as specified. This includes an understanding of all site preservation and protection of sensitive environments per UniGuide standards. They will be responsible for coordinating shipping and installation as required.

The Installation Technician will also provide training programs to parks and installation workshops, and instruct local contractors on the proper methods to assemble and install UniGuide System signs, and custom signage for non-standard sites.